Computing Accreditation Commission

Institutional Representative Orientation: Site Visit Preparation

August 2024

Scott Murray
2024-25 Computing Accreditation Commission, Chair

Harold Grossman
Adjunct Accreditation Director, Computing
Goals for Today

• We want you to …
  • Know what happens before, during and after your physical or virtual visit.
  • Know how accreditation decisions are made.
  • Know the timetable for the next twelve months.
Before We start …

- The chat feature has been disabled.
- Please use the Q&A feature to ask questions.
- The slides will posted at https://www.abet.org/accreditation/accreditation-criteria/
  - Scroll down to Computing Accreditation Commission (CAC).
## Common Terms

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>CAC</td>
<td>Computing Accreditation Commission of ABET</td>
</tr>
<tr>
<td>PEV</td>
<td>Program Evaluator</td>
</tr>
<tr>
<td>TC</td>
<td>Team Chair leading visit/review. Typically a voting CAC commissioner, sometimes a former commissioner</td>
</tr>
<tr>
<td>ED1, ED2</td>
<td>Editor 1 and Editor 2 assigned to each visit/review, who edit the Draft and Final Statements for consistency</td>
</tr>
<tr>
<td>Adjunct</td>
<td>ABET Adjunct Accreditation Director – Computing</td>
</tr>
<tr>
<td>AMS</td>
<td>ABET’s Accreditation Management System</td>
</tr>
<tr>
<td>APPM</td>
<td>ABET’s Accreditation Policy and Procedure Manual</td>
</tr>
<tr>
<td>PAF</td>
<td>Program Audit Form</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>CS</td>
<td>Computer Science</td>
</tr>
<tr>
<td>CY</td>
<td>Cybersecurity</td>
</tr>
<tr>
<td>DS</td>
<td>Data Science</td>
</tr>
<tr>
<td>IS</td>
<td>Information Systems</td>
</tr>
<tr>
<td>IT</td>
<td>Information Technology</td>
</tr>
</tbody>
</table>
Types of Reviews

- Single commission
  - CAC reviews one or more programs

- Simultaneous
  - Multiple commissions on campus at the same time, reviewing different programs

- Joint
  - Multiple commissions reviewing the same program in one visit or review

- General
  - Comprehensive, every six years
  - All programs for a commission
    - General and Program Criteria
      - CS; CY; DS; IS; IT
    - General Criteria: only

- Interim
  - Result of issue(s) found during a previous review
    - Visit or report

Your review is a combination of one blue circle and one orange circle
Accreditation Timeline for 2024-2025 cycle

Year 0 – 2023
- Start writing Self Study
- Start collecting course materials
- October 1 – Readiness Review (some new programs)

We are here today

Year One – 2024
- January 31 – Submit RFE
- Jan-June – Finish Self Study
- Jan-Aug – Collect course materials
- April – TC assignment/approval
- May-June – PEV assignment/approval
- July 1 – Submit Self Study
- August – Attend Institutional Rep Orientation
- August – Interact with visit team
- Sept-Nov – Visits conducted
- Fall/Winter – Draft Statement

Year Two – 2025
- Winter – Due Process Response
- Winter/Summer – Draft Final Statement (for July commission meeting)
- Feb-May – Post-30 Day Due Process Response (if agreed with Team Chair)
- July – Accreditation decision made at July commission meeting
- August – Final Statement
Between Now and the Visit
Your Immediate Goals

• Address questions and issues that the visiting team communicates regarding your program.
  • The more you do before the visit, the easier the visit.
  • Allows more time to address issues.
• Prepare physical/virtual display materials.
• Work with Team Chair on visit schedule.
  • If part of a joint or simultaneous visit, you will have multiple schedules with which to deal.
  • Start scheduling key university personnel immediately.
Pre-visit Communication

• The CAC asks that all communication be done through the Team Chair, not the PEVs.

• Other commissions may allow communications directly with Program Evaluators (PEVs), but not the CAC.
  • Sometimes the Team Chair may make exceptions for joint or simultaneous visits to align better with other commissions.

• Important to communicate regularly with your Team Chair.
ABET HQ Directive on Electronic Recording of ABET Accreditation Meetings

• Any type of electronic recording of live ABET accreditation conversations or meetings is prohibited.

• This policy applies to ABET Accreditation staff, volunteers, and the institutions involved in evaluation reviews.

• For accreditation reviews, this applies to review planning meetings, ABET team meetings, exit meetings and faculty, staff and student interviews.
  • Interviews with faculty, students and key staff are confidential.

• Exceptions to this are pre-recorded laboratory tours.

• All parties involved in the pre-recorded laboratory tour must be identified by name and provide their recorded consent to be recorded.
Course & Assessment Displays

Course Displays

- All courses supporting Criterion 3 or 5.
  - Syllabus, assignments, exams, textbook.
  - Graded student work in a range of quality.
- Syllabi/texts for math.
  - For CS, CY, DS, IS, and IT, full display for appropriate math
- Program Criteria: Criterion 3 or 5
  - Examples.
    - CS: natural science coursework syllabi.
    - IS: IS Environment supporting materials.

Assessment Data

- All data to support Criterion 4
- Description of process
- Sample assessment instruments & data
- Evaluation of data (documented)
  - Improvements when identified (with supporting documentation)
  - Consider flowcharts to describe process when possible

This normally includes copies of relevant minutes from meetings
Comments on Displays

• Generally, online materials should be available at least 30 days prior to the visit
  • Provide detailed access and navigation instructions
• Clear (easy to understand) organization is critical for the team.
  • The team must be able to find what they need.
  • There should be a consistent organization for all courses.
  • There should be a consistent organization for all assessment and evaluation documentation.
• Have someone to provide an overview of the organization of the display materials when access is given.
  • Virtual visits: provide access one month before the start of the visit.
  • In-person visits: be ready to provide virtual access if unexpected happens.
  • Strongly encourage doing this under normal situations too as it speeds up visit.
Other Details

Materials

- **Self-Study.**
  - Now available online.

- **Transcripts**
  - Include all possible information to help explain transcripts.
    - Degree audit checks, substitution forms, tracking forms.

Communicate

- Touch base regularly with Team Chair regarding questions the team has.
  - Answer questions before the visit (if possible).
  - Provide guidance on appropriate personnel to talk with.
Questions/Comments?
The In-Person Review
Visit Arrangements

Schedule

- Work with the Team Chair on details.
  - Will review schedule later in this session.

Logistics (US vs International)

- Identify convenient hotels near campus.
- Identify good restaurants.
- Identify best local transportation options.
- Identify parking arrangements.
- Identify wi-fi connection arrangements.
Team Requirement: Private Room During Visit

• Room needed from the time the team shows up until it leaves.
  • Typically Sunday through Tuesday (or dates of visit).

• Room requirements.
  • At least one computer connected to a printer.
  • A paper shredder.
  • Your course and assessment materials in this room (or the above computer should provide access if materials are online).
  • Internet access with WiFi for team laptops.
    • Technical support on first day (Sunday) to ensure all equipment (including team laptops) are fully functional in your environment.
  • It would be nice to have coffee/soft drinks/water easily accessible to the team.
Questions/Comments?
The Visit Schedule

- The visit schedule is developed jointly:
  - By the designated person identified by the program, such as a program chair, department chair or dean’s office/
  - The Team Chair (and possibly Program Evaluators in case of joint/simultaneous visits).
- General visit framework.
  - Sunday (or Day 0) – tours & material review.
  - Monday (or Day 1) – interviews & presentations.
  - Tuesday (or Day 2) – prepare statements, debrief, exit meeting with administrators.
## Sample Sunday Schedule (Day 0)

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 p.m.</td>
<td>Meet team&lt;br&gt;Tour facilities</td>
</tr>
<tr>
<td>2 p.m.</td>
<td>Team reviews course and assessment displays</td>
</tr>
<tr>
<td>6 p.m.</td>
<td>Team dinner</td>
</tr>
<tr>
<td>8 p.m.</td>
<td>Team meeting</td>
</tr>
</tbody>
</table>

- **Coordinate meeting location and parking, mobile numbers before the visit**
- **Visit room (private)**<br>Have someone available nearby for questions and provide more material if needed
- **Off-site (private)**
## Sample Monday Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m.</td>
<td>Opening meeting</td>
</tr>
<tr>
<td>a.m.</td>
<td>TC visits administration</td>
</tr>
<tr>
<td></td>
<td>PEV(s) visit program</td>
</tr>
<tr>
<td>noon</td>
<td>Institutional Lunch</td>
</tr>
<tr>
<td>p.m.</td>
<td>Continue meetings with program and faculty</td>
</tr>
<tr>
<td></td>
<td>Meet with students (class or invited group)</td>
</tr>
<tr>
<td>5 p.m.</td>
<td>Update Chair on visit status</td>
</tr>
<tr>
<td>Night</td>
<td>Dinner and meetings</td>
</tr>
</tbody>
</table>

- **Agenda and attendees determined by program** (your opportunity to brag!)
- **Individual visits, work with TC to build list of all people to visit**
- **Institution may sponsor** (if desired).
  - Team, admin, students, faculty, alumni, advisory board
- **More meetings**
- **Status update**
- **Offsite (private)**
## Sample Tuesday Schedule

<table>
<thead>
<tr>
<th>Time</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>8 a.m.</td>
<td>Status update</td>
</tr>
<tr>
<td>a.m.</td>
<td>Any final meetings</td>
</tr>
<tr>
<td></td>
<td>Prepare exit statement</td>
</tr>
<tr>
<td>Late a.m.</td>
<td>Present findings to Dean/Chair/others</td>
</tr>
<tr>
<td>noon</td>
<td>Working Lunch</td>
</tr>
<tr>
<td>Early p.m.</td>
<td>Exit meeting</td>
</tr>
<tr>
<td></td>
<td>Depart campus</td>
</tr>
</tbody>
</table>

- **Meetings only if needed after Monday, writing done in team room (private)**
- **Preview of the exit meeting**
- **Paid by TC, delivered to team room (private)**
- **President/Provost plus any others they invite**
Tuesday Exit Meeting

• Conducted by the Team Chair.
  • If simultaneous visit, you can do either a joint or individual exit meetings (institution’s choice).
  • TC and PEVs will have briefed you on findings before the Exit Meeting.
• Institution may invite anyone they wish.
  • ABET typically expects President and/or Provost to be present.
• Team will identify all findings.
  • Program Audit Form (PAF) will be printed by TC from the Accreditation Management System (AMS) for each program and provide to program.
  • PAF identifies *all shortcomings identified by the ABET team during the visit.*
Flexibility

• ABET is prepared to be flexible to help you through your accreditation visit.

• If something unexpected should happen to prevent the normal operation of the visit.
  • Team Chair will help you restructure the visit to proceed in a different format or on different days, e.g., the use of hybrid events (some in-person, some virtual) or rescheduled dates.
Questions/Comments?
What Happens After the Visit?
Immediately After the Visit

• Program
  • Has seven (7) days to correct “errors of fact” only in the PAF(s).
  • Start to work on your own to address shortcomings identified in the PAF(s).

• ABET
  • Team Chair uses the PAF or PAFs to generate a Draft Statement.
  • Draft Statement is reviewed by two assigned Editors and Adjunct Accreditation Director, Computing.
After You Receive the Draft Statement

• **Program**
  • Has thirty (30) days to submit a Due Process Response – updates on any shortcomings that have been addressed.
  • May submit a Post 30-Day Due Process Response provided you submitted a Due Process Response (negotiated with TC but no later than early May).

• **ABET/CAC**
  • Draft Final Statement created by Team Chair, reviewed by two Editors and ABET Adjunct Accreditation Director, Computing.
  • Draft Final Statement is held for review and vote by the full Commission at its July Meeting for determining final action.
  • Institutions normally notified of the accreditation action decision in late August.
Questions/Comments?
Accreditation Decisions
What Do Shortcomings Mean?

• Deficiency: The criterion or policy is not met.
  • A program that does not meet a criterion or policy may not be accredited.

• Weakness: A program currently lacks the strength of compliance with a criterion or policy.
  • Remedial action is required to strengthen compliance.
  • Impacts the term of accreditation.

• Concern: A criterion is currently satisfied but the review indicates that a potential exists for non-satisfaction in the future.
  • Concerns do not impact the current accreditation action.
Two Comments on Findings

- Shortcomings can change (for better or worse) from the time the PAF is handed out until the final statement is generated.
  - Changes possible from exit statement to 7-day-response to draft statement to due-process response to final statement.
- In most cases, you will **not** see an increase in severity of a shortcoming after the draft statement – but it is a real possibility and occurs sometimes.
How Accreditation Decisions Are Made

- Each Criterion or Policy is evaluated to determine if it is met
Questions?

Harold Grossman, hgrossman@abet.org

Scott Murray, rsmurray1@gmail.com
Thank You!

- Information about ABET, the Criteria, commissions, member societies, and much more is at:
  - www.abet.org
- Institutional Representative Orientation: In-person Site Visit Preparation.
  - Slides/recordings of this webinar will be posted under the CAC area of
  - www.abet.org/accreditation/accreditation-criteria/
- Institutional Representative Orientation: Self-Study Preparation.
  - This was presented and recorded in April 2024
  - Slides/recording are already posted at the previous link.
- Also be aware of proposals for future Criteria changes
  - https://www.abet.org/accreditation/accreditation-criteria/accreditation-changes/